

LASER SAFETY COMMITTEE CHARTER

November, 2005

Function

The Safety Review Committee (SRC) performs research for and makes recommendations to the Laboratory Director on the development and implementation of Environment, Safety, & Health (ES&H) policy, guidelines, codes, and regulatory interpretation. To properly execute its responsibilities under this charter, the SRC Chair may appoint expert sub-committees to address specific health and safety matters. The Laser Safety Committee (LSC) is one of the SRC expert sub-committees.

The Laser Safety Committee recommends policies and practices regarding the conduct and regulatory compliance of laser-related work at LBNL, including the EH&S Laser Safety Program., Pub. 3000 items related to laser safety, and requests by EH&S for input on laser safety issues. This Committee may also discuss and study issues brought to them by LBNL and EH&S staff, Laboratory and/or Division management, with the approval of the SRC Chair.

Membership/Composition

The Chair of the SRC appoints the LSC Chair. LSC members are selected from LBNL staff having experience directing or otherwise being involved in experiments using lasers. Participation by research scientists and engineers is important to the functioning of the Committee. Division Directors nominate members of their organizations to the SRC Chair, with the formal appointment made by the LBNL Laboratory Director. Appointments are made for a term of two years, with possible unlimited renewal. The Committee membership consists of at least 4 research investigators and 2 EH&S subject matter experts, including the Laser Safety Officer and the head of the Radiation Protection Group. Other experts (from institutions such as UC Berkeley, DOE, or other National Laboratory staff) are encouraged to attend the meetings and contribute to the discussions, but they have no vote.

Meetings

Meetings will be held as necessary, but at least every 3 months. When members are unable to attend, substitutes may be designated to attend specific meetings. If a member misses 3 meetings during a calendar year, the LSC Chair will contact the member's Division Director or Department Head to ask that a replacement be nominated. The LSC Chair will designate a recording secretary. Minutes shall be recorded for every meeting. The Committee will submit a report of activities and recommendations to the SRC when requested by the SRC Chair.

Each Committee member shall have one vote. While consensus is desired, contested decisions will be decided by simple majority vote. If an LSC member is absent, his/her designated substitute may vote.

Provision for Amendment

The Laser Safety Committee Chair or the SRC may submit to the SRC Chair any recommendations for the amendment of this charter.